

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

AIR TECHNICIAN VACANCY ANNOUNCEMENT #05-035A

**Information Security Specialist
80622000/A
GS-0080-09/11
\$41,772 ~ \$54,300
\$50,541 ~ \$65,704**

**ANNOUNCEMENT DATE: 21 January 2005
CLOSING DATE: 22 February 2005**

SELECTING OFFICIAL: Squadron Commander

**APPOINTMENT FEATURES: Excepted Service
Enlisted Grade**

POSITION LOCATION: 234th Intelligence Squadron, Beale AFB, CA

APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-11 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR THE GS-09 TRAINEE, IF QUALIFIED.

POSITION PERFORMS SHIFT WORK AND MAY BE REQUIRED TO WORK UNCOMMON TOURS ON SHORT NOTICE.

This position is located in an intelligence unit. The primary purpose of the position is to serve as Chief, Special Security Office. Administers the Special Security Office (SSO) and all SCI-associated security programs and measures. Provides detailed research and analysis on physical, computer, and personnel security. This position requires a comprehensive working knowledge of intelligence support operations, procedures, and practices.

1. AREA OF CONSIDERATION: Statewide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Air National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

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3. **MILITARY GRADE AVAILABLE: ENLISTED GRADE E7 OR E6 ELIGIBLE FOR PROMOTION.** PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **Information Security Specialist, GS-0080-11, General:** Analytical, decision making, or administrative experience, training, or education which demonstrative candidates ability to accomplish the work of an organization.

b. **Information Security Specialist, GS-0080-11, Specialized:** Must have 36 months specialized experience in a wide range of security concepts, principles, and practices to review, independently analyze, and resolve difficult and complex security problems; Experience in managing the sensitive compartmented information (SCI) security clearance program; Experience in establishing, managing, and controlling classified information and materials; Experience in developing and recommending security policy; Experience in security classification methods, concepts, and eligibility for access to classified or sensitive information.

c. **Information Security Specialist, GS-0080-09 (Trainee), Specialized:** Must have 24 months specialized experience in the same knowledges, skills, abilities as indicated for the GS-11.

IF SELECTED AT THE GS-09 LEVEL, THE APPOINTEE MAY BE NON-COMPETITIVELY PROMOTED TO THE GS-11 LEVEL BASED ON MEETING FULL QUALIFICATIONS AND RECOMMENDATION OF SUPERVISOR.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

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*****SELECTIVE PLACEMENT FACTORS*****

****MANDATORY: MUST BE ABLE TO ACQUIRE AND RETAIN A TOP SECRET CLEARANCE WITH SENSITIVE COMPARTMENTED INFORMATION (SCI) ACCESS.**

e. **Substitution of Education for Specialized Experience:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Ability to formulate policies, direct and coordinate security activities.
- b. Knowledge of security programs and systems.
- c. knowledge security classification methods and concepts.
- d. Ability to communicate verbally and in writing.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN AFSC: 1NXXX, 3PXXX.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD SACRAMENTO, CA 95826-9101).

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE. VETERANS PREFERENCE DOES NOT APPLY.

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THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER